**DEPARTMENT/BRANCH REPORTS**

**FEBRUARY 2022**

**DEPARTMENT REPORT- REFERENCE**

By Desirée Funston

**LRP Objective - Collect & disseminate quality literature in various formats for all users**

- Display Pods- Black History is American History, Upcoming Film/TV Adaptations, China Fiction and Culture, Missoula Reads: Poetry Collection

- Collection development & maintenance (ordering, weeding, mending, donations, memorials, requests)

- Every two weeks, sorted repair items with patron holds for staff and volunteers to mend more quickly

- Evaluated rush mending items for volunteer menders

- Provided readers’ advisory assistance and personalized reading lists

- Provided information on book chat bags

- Gathered copies of Montana Book Award winning books for a special permanent collection housed in the Montana Room

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- Facilitated the 3rd Wednesday Book Group – *The Moor’s Account* by Laila Lalami

- As staff liaison for 2nd Wednesday Book Group (*All the Lives We Never Lived* by Anuradha Roy) set-up Zoom meeting and checked-in with group

- Facilitated Black History Month program “Profiles of African American Montanans”

- Planned events and displays for March Women’s History Month and other Spring quarter programs

- Hosted Museum at Ft Missoula for virtual Memory Café

- Planned in person cafes for Spring quarter

- Submitted a grant proposal for Memory Café

- Partnered with the Missoula Job Service to offer monthly Resume Workshop and Job Search class and Resume Office hours.

------------------------------------------------------------------------------------------------------------------------------------------**LRP Objective - Provide quality public service to all users**

- Provided reference research; ILL assistance; proctor, passport & notary services

- Provided home delivery services for seniors and trained volunteers for homebound assistance which has gone back to in person services for about half of the facilities with the other half still doing pick up and drop off only

- Interviewed, trained and supervised volunteers

- Trained a circulation staff member on vital records data entry

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- Meetings- Reference, Steering, Adult Programming, Public Relations, All Staff, Circulation

- Responded to inquires through the refdesk email account

- Website administration – various updates and change requests

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**LRP Objective – Participate in statewide and national collaborative projects**

-Attended in-house interview sessions for MPL’s new Executive Director

- Submitted spring progress report for Montana History Foundation grant (cemetery bio sheet digitization project)

- Started nine-week SLIG Academy for Professionals course: Teaching Genealogy Classes in Your Community

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**LRP Objective - Administer information literacy tools and instruction to all staff and users**

- Database administration

- instructed patrons on use of databases, on access to MtLib2Go and other electronic content

**CHILDREN’S DEPARTMENT REPORT**

By Pam Carlton

**Month: February 2022**

Comments: February was relatively slow for floor activity during the day except for Thursdays and Fridays when we have our Tiny Tales and Storytimes programs. They remain quite popular and attendance is rising. Our weekends are always quite busy. We are receiving calls for tours. Many teachers want a tour with all partners. We are working with partners to have a protocol in place so we all understand when tours are taking place and what is needed from our organization for each tour.

**LRP Objective: Provide quality literature in various formats for all users**

-Juvenile Materials: Ordering, weeding, mending, donations, memorials, requests, reports.

-We all stay current of trends and issues in juvenile literature by reading journals and blogs.

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**LRP Objective: Join in outreach programs including at least one large-scale community partnership event per year; use bookmobile in at least one new outreach event per year.**

-Pam is now the host of MTPR’s Pea Green Boat on Mondays and Tuesdays. I continue to advertise library programs and read books on air.

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**LRP Objective: Offer programs and services for teens and children of all ages each year**

-We now offer in person Storytime and Tiny Tales. We record the live events and offer on our YouTube channel weekly.

-We offered Lego Club and Be An Engineer programs. Be An Engineer is a collaborative program with our partners. We supply the Rig-a-ma-jig and Families First supplies their oversize blue blocks.

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**LRP Objective: Provide quality public service to all users**

-Provided positive public service in all interactions on the telephone and during curbside.

**FACILITIES DEPARTMENT REPORT**

By Robert Peltzer

**SCHEDULED ACTIVITIES**

Parking lot and grounds pick up and cleaning. AMH maintenance and cleaning. Live and digital monitoring of HVAC, lighting, key card, boiler and generator systems (sprinkler system in summer) HVAC maintenance, monitor GCJ cleaning. Clean Montana room, admin., and ref. offices. Maintain all troffers and registers and walk in plenums. Weekly meetings. Weeding and mowing in the summer. Watercolor painting class preparation and teaching

**UNSCHEDULED ACTIVITIES**

Receive and store shipment, chore for guardian mediator Colleen Buzzell, chore, Kayla, chore/climbing wall workers, remove and repair chair/Dave, clean 2nd floor E side troffers, visit with County,

Temp monitor and adjustment/Selya and Honore, after holiday schedule dial back and check, First night chore/Tom Bensen, key card for FF, chore/Honore, Move flooring and deconstruct desk for FF, Move flooring and 1st floor perch/Elizabeth, check handicap doors, recycling, hardware store for parts, take down tree and clean up/Sarah, chore/Pam, chore/Selya, prune tree for Teresa, chore/Honore, online research and shopping, sick leave x2, adjust lighting RGB, check front doors, receive shipment, store paneling/REM, meet w/ TC Glass, chore/Amanda, recycling, check key card/FF, chair spotting/Christine, replenish sanitizer/ Robert K., Meet with County, repair table desk/Elizabeth, recycling/Lindy, chore/Honore, chore/Spectrum, check on spotting/John, check sliding curtains/ Kayla, check table partition/Christine and Desiree, Meet with KONE, chore/Elizabeth, contact GCJ/Dave, chore/Amanda, key card lost/MCAT, load newspaper, disassemble and store tree hardware, Meet with DAC, move perch/Selya, chore/Jem, Key card/Elizabeth, meet with Tri-County, study manuals, key card/MCAT, recycling, leveling/Joshua, key card/Elizabeth, 1st and 2nd floor plenum cleaning, snow shoveling/Elizabeth, chore/Amanda, chore/Laura, light switch adjustment, recycling, report chair/Dave, move chair/Honore, check doorbell/Amanda, service caffe area AC units and grease traps, meet with Johnson Controls, door code/Jem, repair door bell, lighting adjustments, chore/Marje, repair 4th floor door stand, work on chair/Linette, stairway chore/Karl, store items/Sarah, elevator incident/security, document storage in shop file cabinets, Meet with Kone, meet with Johnson Controls, clean plenum 3rd floor East, meet with Allen, apply furniture patch, chore/Lynette, Relocate passport screen, check stairway/GCJ, chore/Teresa, fix door/Joshua, meet with Nick, chore/Teresa, check water temps/Jem, meet with security, fax to 4G’s, chore/Honore, email GCJ, contact JC, copy keys/Amanda, resolve back flow valve issue, fixed door handle 308/Robert, check passport door handle/Robert, adjust door closer on bathroom door/Robert, Adjust temps in stairway/Robert, check breaker/Brian, make hole in flooring/Allen, Coordinate with climbing structure company/Honore, recycling, order carpet/Dave, Supply ordering, chore/GCJ, meet with Shadi, chore/Linette, k card chore/Brian, Install paneling backers/Pam, order filters, chore/ climbing wall workers, chore/Amanda, chore/Joshua, info request and order w/4G’s, meet with GCJ, recycling, chore/Robert, clean E side troffers 2nd floor, temp adjustment/Jem, chore/Honore, Chore/Amanda, chore/Ira, correspond with Missoula water and 4-G’s, work with Mike of JC’s, check and test demo kitchen lights, work on door stop/Joshua, reset clock, correspond with GCJ, hardware store, laminations/Christine, hardware store.

**MAKERSPACE DEPARTMENT REPORT**

By Ira Sather-Olson

-During the month of February 2022, I had 377 patron interactions in the Makerspace.

-A number of these interactions included tours of the space where I would highlight some of the equipment and tools—including our 3D printers, CNC router, laser engraver, Cricut cutting machine, and other tools and technologies—that patrons could use for personal, creative, or educational projects.   
  
-*Other visits included patrons who used our equipment for educational and creative projects including:*

**-Printing a variety of 3D models for kids and adults. This is still a popular service and the 3D printers are usually running each day we are open.**

-Some of these printing projects included printing toys and trinkets for kids, printing 3D scanned items for adult patrons, as well as prototypes for various projects.

**-3D scanning items for patrons to replicate real world items for 3D printing**  
-These items included scanning animal skulls (including the skull of a bear) for two interns from the Philip L. Wright Zoological Museum at the University of Montana, as well as 3D scanning figurines to replicate them for a board game.

**-Laser cutting and engraving various items for patrons. This is still one of the most popular pieces of equipment in the Makerspace.**   
*Some examples of what patrons have used the laser cutter and engraver for include:*  
-Laser cutting custom bookmarks out of thin cardboard  
-Laser engraving a number of free images found online on plywood  
-Laser marking drinking glasses  
-Laser engraving a custom logo on various pieces of wood for a Montana-based firefighting crew

**-Using our film digitizer**  
-A patron used our Wolverine film digitizer to digitize a number of 35mm slides into digital .jpg pictures  
  
**-Utilizing our software resources**

-One patron comes in most weekday afternoons to work on old architecture projects using the CAD software called Revit.

-Another patron uses the Makerspace a few times a month to access the Adobe Creative Cloud Suite of applications, which include software that allows patrons to edit photos, edit film, as well as make digital illustrations.

***Other Makerspace happenings:***  
-I taught two classes during the month of February:  
 -The first class was titled “Laser Engrave a Valentine” and was attended by 2 patrons.

-During the class, I went over the parts of the laser engraver and how it works, and also went over Lightburn, which is the software used to run the laser. After that, the two patrons helped me make two custom Valentine's using free images found online coupled with text, which were then laser engraved onto some plywood and laser cut into the shape of a heart.

-The second class was titled “3D Printing 101 Workshop” and was attended by 4 patrons.   
 -During the class I went over how topics such as how a 3D printer works and included pictures of all of its component parts. I also showed patrons where they can find 3D models online to download and print, showed them how we set up 3D prints in the software that interfaces with the printers, as well as discussed various free software options for getting into 3D modeling for 3D printing.

-MPL’s Rob Peltzer continued to teach his popular Watercolor Painting Class at the library, which hosted two classes in February and had a total of 45 participants.

**BIG SKY BRANCH REPORT**

By Brian Doyle

Slight uptick in number of visitors. Most are local patrons coming in to pick up holds or students reading or studying after school, but there have been people coming in to browse the collection as well.

**FRENCHTOWN BRANCH REPORT**

By Jane Guest

Starting to look toward summer and do some planning with people from the community.

**LOLO BRANCH REPORT**

By Erin Casey

For the month of February 2022, we had four meetings in the library for Lolo staff with a total of 110 in attendance.

I am working with a staff member of the Boys and Girls Club to show a movie once a week. I need to speak with the school superintendent and get approval. In addition, I worked with Lolo students and provided them with tutoring on an informal basis during library hours. Last, I began writing a grant proposal to Town Pump Charitable Foundation and will be requesting funding for summer programs again this year.

**POTOMAC BRANCH REPORT**

By Joleen Jin

A mother with a small child expressed her happiness at the new hours being extended past the school day so she could come in and browse for books.

Helping reorganize the school library side of the collection for better placement and accommodation for the various ages.

**SEELEY LAKE BRANCH REPORT**

By Carrie Benton

Patrons are excited for the Book Club to meet the first week of March. Our first read is “Boomers” by Rita Sommers-Flanagan.

We are having Wi-fi issues here and I have put in a request for help from IT.

The masking mandate has been lifted for Missoula Public Schools, which the Seeley Swan High School is part of. So patrons/staff here are no longer required to mask either.

I was out the last two weeks of the month with COVID.

**SWAN VALLEY BRANCH REPORT**

By Jenny Kaufmann

We had 4 participants for our February discussion of *A Painted house,* by John Grisham*.* Several faithful book chat attenders were sick or traveling this month. Hopefully this March we will have better weather and less illness.

We had our first Story time for preschool and under. There were 4 moms and 7 kids. We will try to keep having story time on the 3rd Friday of the month. Some of the kids are in preschool 3 days a week so additional activities are not desired more than once a month.